

OVERVIEW

Due to the length, complexity, and comprehensive nature of this document please use this overview as an aide to determine which parts apply to your agency or staff office.

Attachment 1, Part I deals exclusively with investments in the EITIRB executive portfolio (300B investments), or those new investments that warrant being included in this portfolio. If you do not have an investment in this category you may ignore this section and its related attachments completely.

If you have a new investment proposal that warrants being included in the EITIRB Executive Portfolio (see *Attachment 1*, Page 1 for the criteria), then *Attachment 1*, Part I applies. These new proposals will be assessed during the upcoming review activity that will take place in May and June 2000. The results of this review will be presented to the EITIRB in June 2000, allowing the decisions made to be factored into your agency or staff office BY 2002 budget request due to OBPA in July 2000. This part includes detailed instructions for supporting I-TIPS entries, under the section titled "Current Investments in the EITIRB Executive Portfolio. The submitting sponsor owns the proposal and it should be considered final, in that it is ready to be presented for review and decision by the EITIRB. These proposals are due to OCIO through your Under or Assistant Secretary on May 5, 2000. There are several related attachments that apply in this case. They are:

- The New Proposal Guidelines (*Attachment 2*)
- The Strategic Investment Criteria (*Attachment 3*)
- The EITIRB Executive Portfolio listing (*Attachment 4*)
- The Architecture/Infrastructure Guidance (*Attachment 7*)
- The Security Guidance (*Attachment 8*)
- The Secretarial/Administration bonus Point Guidance (*Attachment 9*), and
- The Technical Overview Guidance (*Attachment 10*)

If you have an investment that is in the current EITIRB Executive Portfolio, then you should read *Attachment 1*, Part I, the section that discusses Current Investments in the EITIRB Executive Portfolio. These investments will also be included in the upcoming review activity. This part also includes detailed instructions for the I-TIPS entries required for all investments in the executive portfolio. Materials submitted in support of these investments are owned by the sponsor and should be considered final, in that are ready to be presented for review and decision by the EITIRB. These materials are due to OCIO through your Under or Assistant Secretary on May 5, 2000. This part also includes detailed instructions for entries into I-TIPS. There are several related attachments that apply in this case also. They are:

- The Strategic Investment Criteria (*Attachment 3*)
- The EITIRB Executive Portfolio listing (*Attachment 4*)
- The Architecture/Infrastructure Guidance (*Attachment 7*)
- The Security Guidance (*Attachment 8*)

- The Secretarial/Administration bonus Point Guidance (*Attachment 9*), and
- The Technical Overview Guidance (*Attachment 10*)

Attachment 1, Part II is the traditional “call” for budget year 2002 information technology investments and portfolios. This part applies to all agencies and staff offices. It contains detailed instructions for supporting I-TIPS entries. The end result of this submission is an OMB Exhibit 42/53 that represents ALL the individual investments made by your agency or staff office in information technology. This report should be submitted through your Under or Assistant Secretary. It is due to OCIO on July 7, 2000. Associated with this “call” all agencies and staff offices should submit the Strategic Narrative (*Attachment 5*), and the Contact Sheet (*Attachment 6*).

In all cases supporting OMB Exhibits 300B for ALL major information technology investments that are in the executive portfolio are due to OCIO on August 15, 2000. These should be submitted through your Under or Assistant Secretary. You should expect that these may need subsequent revision based on internal agency passbacks before they are submitted to OMB in September 2000.

If you need copies of the current OMB Circular A-11 documents you will find them at this link:

www.whitehouse.gov/OMB/